



The City Beautiful

City of Coral Gables Job Description

Job Title: Historic Preservation Administrator **Prepared Date:** 10/06
Department: Historic Preservation **Approved By:**
Classification: 0618 **Approved By:**
Pay grade: 21C
FLSA: Non-Exempt

Summary

Performs administrative and technical duties in the Historic Preservation Department. Acts as Director when required.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Conducts research, surveys, inventories, field inspections, and impact studies as required in the documentation and designation of historic sites, structures and districts within the City.

Reviews, approves and signs building and landscaping plans relating to alterations of historic properties. Reviews, approves and signs permits. Reviews and valorem tax relief applications.

Prepares landmark designation reports and national register nominations. Analyzes certificates of appropriateness.

Assists in the daily supervision of the department staff. Acts as the Historic Preservation Director when required.

Assists in the preparation of budgeting for special grant requests.

Serves as liaison for the Certified Local Government Program. Prepares required reports and maintains records to ensure compliance with program criteria.

Communicates with various board members, contractors, homeowners, preservation commissions and other City and County historic preservation agencies.

Develops, plans and implements programs and special events. Participates in events as required.

Gives oral presentations to community groups and local agencies to explain landmark designations, explain tax relief application procedures, and provide historic information.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the Interior's Standards for Rehabilitation and their application to local historic properties, Federal, State and local laws and regulations governing Historic Preservation practices, procedures and documentation required to prepare landmark designation reports and national register nominations. Procedures for reviewing and approving building/landscaping plans and permits relating to alterations of historic properties. Procedures and qualifications for certificates of appropriateness and ad valorem tax relief applications. Procedures and requirements of Certified Local Government Program. Department policies and procedures. Budgeting requirements for grants. Architectural terminology.

Ability to read building and landscaping plans, conduct research, surveys, inventories, impact studies, and field inspections, develop, plan and implement programs and events, work independently, give oral presentations, prepare reports and maintain complex records, communicate effectively with contractors, homeowners, preservation commissions and other city and county historic preservation agencies.

Skills in oral and written communication.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's degree in Historic Preservation, architectural history or related field. Three years of related experience, preferably in a local or state preservation agency.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License